

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Family Assistance

Funding Opportunity Title: Promoting Responsible Fatherhood

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-OFA-FR-0130

CFDA Number: 93.086

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Executive Summary:

The Administration for Children and Families (ACF), Office of Family Assistance (OFA), announces the availability of competitive grant funds to support Responsible Fatherhood activities. These grants are for innovative, well-designed projects that promote the objectives of the ACF Fatherhood Initiative.

The Deficit Reduction Act of 2005 (Public Law (P.L.) 109-170) amends Title IV, Section 403(a)(2)(C) of the Social Security Act (42 U.S.C. 603(a)(2)) to authorize competitive grants for States, Territories, Indian Tribes, Tribal organizations and Public and Non-Profit Community Entities, including faith-based organizations, to develop and implement projects that support any of the three authorized activity areas: Healthy Marriage, Responsible Parenting, and Economic Stability. The context for these activities is to create an environment that contributes to the well being of children.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Administration for Children and Families, (ACF), Office of Family Assistance (OFA), announces the availability of competitive grants funds to support Responsible Fatherhood activities. These grants are for innovative, well-designed projects that promote the objectives of the ACF Fatherhood Initiative.

The Deficit Reduction Act of 2005 (P.L. 109-170) amends Title IV, Section 403(a)(2)(C) of the Social Security Act (42.U.S.C. 603(a)(2)) to authorize competitive grants for States, Territories, Indian Tribes, Tribal Organizations and Public and Non-Profit Community Entities, including faith-based organizations, to develop and implement projects that support any of the following three authorized activity areas:

1. Healthy Marriage

Activities to promote healthy marriage or sustain marriage, such as:

- Skill-based marriage education;
- Marriage preparation programs;
- Marital inventories;
- Premarital counseling;
- Relationship skill education with a special focus on how good relationship skills help to prepare men and women for healthy marriages;
- Counseling, mentoring and information dissemination about the benefits of marriage and two-parent involvement for children;
- Education regarding how to control aggressive behavior within the context of marriage, with a special focus on reducing and eliminating aggressive behavior and how it can contribute to healthy marriages; and
- Divorce education and reduction programs, including mediation and counseling.

2. Responsible Parenting

Activities to promote responsible parenting, such as:

- Skill-based parenting education;
- Disseminating information about good parenting practices;
- Counseling, mentoring and mediation;
- Disseminating information on the causes of domestic violence and child abuse; and
- Encouraging child support payments.

3. Economic Stability

Activities to foster economic stability, such as:

- Helping fathers improve their economic status by providing activities, such as Work First services, job search, job training,

- subsidized employment, job retention and job enhancement; and encouraging education, including career-advancement education;
- Coordinating with existing employment services, such as welfare-to-work programs, referrals to local employment training initiatives;
 - Disseminating employment materials; and
 - Offering financial planning seminars, including those that improve a family's ability to effectively manage family business affairs through education, counseling, or mentoring on matters related to family finances, including household management, budgeting, banking and handling of financial transactions and home maintenance.

Applicants will be required to provide a ten percent cost share of the total approved project cost. The required cost share may be cash or in-kind. Eligible applicants may submit one or more applications in response to this announcement. This program announcement has five priority areas:

1. Responsible Fatherhood Multiple Activity Grants, Level 1
2. Responsible Fatherhood Multiple Activity Grants, Level 2
3. Responsible Fatherhood Single Activity Grants, Level 1
4. Responsible Fatherhood Single Activity Grants, Level 2
5. Responsible Fatherhood, Marriage and Family Strengthening Grants for Incarcerated Fathers and their Partners

Applications in each priority area will be evaluated against the criteria set forth in this program announcement. In general, eligible organizations are States, Territories, Indian Tribes and Tribal Organizations, and public and non-profit community entities, including faith-based organizations.

A faith-based organization is eligible to apply for, and to receive a grant on the same basis as any other private organization, with respect to programs for which such other organizations are eligible. In the selection of a grantee, ACF shall not discriminate for or against a private organization on the basis of the organization's religious character or affiliation. A faith-based organization that is eligible for and receives a grant may retain its independence, autonomy, right of expression, religious character, and authority over its governance. However, direct Federal grants, or sub-awards under this grant announcement shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

Therefore, if applicable, organizations must take steps to separate, in time or location, their inherently religious activities from the grant funded services.

Background:

While society has overwhelmingly viewed mothers as essential to the well-being of their children, fathers are also vital to the well-being of their children. Research findings indicate that children who live with their biological fathers are, on average, at least two to three times more likely not to be poor, less likely to use drugs, less likely to experience educational, health, emotional and behavioral problems, less likely to be victims of child abuse, and less likely to engage in criminal behavior than their peers who live without their married, biological (or adoptive) parents. These differences are observed even after controlling for socioeconomic variables such as race and income.

Clearly, fathers make unique and irreplaceable contributions to the lives of their children. Involved fathers provide practical support in raising children and serve as models for their development. Children with involved, loving fathers are significantly more likely to do well in school, have healthy self-esteem, exhibit empathy and pro-social behavior compared to children who have uninvolved fathers. Committed and responsible fathering during infancy and early childhood contributes to emotional security, curiosity, and math and verbal skills.

Yet, nearly 20 million children (27 percent) live in single-parent homes. For the first time in our nation's history, more than half of our children will spend a significant portion of their childhood living apart from their fathers. An estimated 40 to 50 percent of all marriages end in separation or divorce, affecting approximately one million children each year. The Centers for Disease Control and Prevention (CDC) has reported that in 2004, births to unmarried women increased to 35.7 percent of all births, reaching a record high of almost 1.5 million births.

The demands on parents, married or single, have implications for their children. American parents today spend roughly 40 percent less time with their children than parents did a generation ago. According to one study conducted by the Minnesota Research Institute, almost 20 percent of 6th through 12th graders had not had a good conversation lasting at least 10 minutes with at least one of their parents in more than a month.

Marital and parent-child relationships are at especially high risk of disruption when parents are involved in the criminal justice system.

Department of Justice data indicates that over seven million children have a parent in prison, jail, or on probation or parole. Almost 20 percent of federal and state prisoners with children under 18 were married at the time of their incarceration, and another 20 percent were living with their children and likely with partners as well. Most of these parents are released while their children are still minors. For those who want to continue their family relationships when they are released, there is little institutional support to assist them to make the transition back into their families and society.

There is mounting evidence that children raised by their married, biological parents fare better on many outcome measures and that marriage is a key source of greater economic security, health and happiness for adults, and a vital resource for healthy communities. In 1996, Congress incorporated family formation and the maintenance of two parent families as key components in the welfare reform legislation, which created the Temporary Assistance for Needy Families (TANF) program, and was reauthorized under the Deficit Reduction Act (DRA) of 2005. The DRA provides funding to develop and implement healthy marriage and fatherhood programs that improve the well-being of children.

The Responsible Fatherhood program is administered by OFA in ACF. This program complements other programs administered by OFA by encouraging the formation and maintenance of two-parent families, supporting involved parenting and promoting economic stability.

Program Purpose

The Responsible Fatherhood Program purpose is to promote responsible fatherhood by funding programs that support healthy marriage activities, promote responsible parenting and foster economic stability. The Fatherhood program will enable fathers to improve their relationships and reconnect with their children. It will help fathers overcome obstacles and barriers that often prohibit them from being the most effective and nurturing parents. While the primary goal of the initiative is to promote responsible fatherhood in all of its various forms, an essential point is to encourage responsible fatherhood within the context of marriage. Research shows that two-parent married families are the most effective environment for raising children.

Program Scope

ACF seeks to fund a wide spectrum of innovative proposals. To be innovative, applicants may propose a unique or distinctive approach for delivering services to a specific population or in a specific setting. Alternatively, innovative projects may demonstrate whether a program or service that has been successfully implemented in one setting, can work in a different context. Innovative projects may also pilot an approach that reflects a new way of thinking about responsible fatherhood. The scope of these projects can be broad and comprehensive or narrow and targeted to specific populations. Target populations may include one or more of the following groups: married fathers, single or unmarried fathers, cohabitating fathers, young or teenage fathers, and new fathers or fathers-to-be. ACF seeks to fund a selection of programs that cover a wide spectrum from married fathers and unmarried fathers residing in the home to single fathers living apart from their children. ACF especially encourages applications from programs designed to work with fathers of children with disabilities.

ACF seeks clear, well designed proposals that provide thorough descriptions of how the approach will be implemented, including reasonable plans for project marketing and outreach, participant recruitment, the type of activities and services to be offered, staffing and training, partnering with other organizations and appropriately tailoring programs to the characteristics of the people and organizations targeted. Well-designed proposals will also include descriptions of curricula, the intake and assessment process, the frequency and/intensity of services to be provided, and the format for service delivery (e.g., group, individual, retreats). Applicants should also demonstrate their ability to coordinate with any evaluation requirements and efforts. Overall, ACF encourages applicants to be flexible and creative during the program development process. At the same time, that creativity should be molded and shaped to produce a thoughtful, well-crafted plan.

There is a need for credible information with regard to how to design fatherhood services for diverse groups. ACF seeks proposals that will help determine the best ways to promote responsible fatherhood broadly across diverse populations. A project proposal should present a clear picture of how the proposed program will work. It should describe the sequence of activities that will be used to support the desired behaviors and outcomes, and show how these activities are linked to the results that the program is expected to achieve. As with other aspects of the project, the adaptations necessary to make programs more accessible are likely to be unique to the target population.

Projects targeting diverse groups may include:

- Making services available to low-income fathers residing in the home with their children;
- Developing culturally-competent programs for minorities;
- Creating programs for teen fathers that are both engaging and informative; and
- Developing effective programs for incarcerated fathers.

Summary of Program Priority Areas

The Fatherhood grant program will strategically fund an array of efforts, ranging from small to large, across various communities. Listed below is a description of the five priority areas that will receive grant awards. Applicants should carefully review these areas in addition to the three authorized activities, Healthy Marriage, Responsible Parenting, and Economic Stability.

1. Responsible Fatherhood Multiple Activity Grants, Level 1

Under this priority area, grants will be awarded to organizations to implement two or more of the three authorized activity areas as listed above. The funding level will be up to \$1,000,000 each for up to three grants.

2. Responsible Fatherhood Multiple Activity Grants, Level 2

Under this priority area, grants will be awarded to organizations to implement two or more of the three authorized activity areas as listed above. The funding level will be up to \$500,000 each for up to 14 grants.

3. Responsible Fatherhood Single Activity Grants, Level 1

Under this priority area, grants will be awarded to organizations to implement any one of the three authorized activity areas. The funding level will be up to \$250,000 each for up to 52 grants.

4. Responsible Fatherhood Single Activity Grants, Level 2

Under this priority area, grants will be awarded to organizations to implement any one of the three authorized activity areas. The funding level will be up to \$500,000 each for up to ten grants.

5. Responsible Fatherhood, Marriage and Family Strengthening Grants for Incarcerated Fathers and their Partners

Under this priority area, grants will be awarded to organizations to implement any of the three authorized activity areas. The funding level will be up to \$400,000 each for up to 10 grants. Grants will be awarded to eligible organizations to provide services to promote or sustain healthy marriages primarily to unmarried couples and married couples with children where one of the parents is incarcerated or has other substantial involvement with the criminal justice system, including recent release from prison, jail, probation or parole. In addition to marriage education, parenting and economic stability activities may also be provided. When applicable, programs must be able to deliver services to both parents using the same curriculum, even when geographically separated because of incarceration. If selected for evaluation, projects funded under this priority area will be evaluated using experimental design methodologies, when appropriate and feasible, and applicants must be prepared to cooperate with a Department of Health and Human Services (HHS) selected evaluator and use the Office Management and Budget's (OMB) approved data collection requirements.

Applicants must clearly specify the priority area and funding level sought in their request for program funding. The applicant must also clearly document the capacity and ability to use the funding amount requested for the proposed program.

General Program Requirements

The following requirements must be met to be considered for these competitive grants. Please, review the requirements carefully.

Assurances for Voluntary Participation

Applicants must describe what they will do to ensure that participation in fatherhood programs or activities is voluntary and how they will inform potential participants that their involvement is voluntary. Failure to comply with this requirement will result in a score of "0" under the evaluation criteria, "Approach."

Assurances for Domestic Violence Consultation

Applications must include evidence of a commitment for consultation with one or more experts on domestic violence prevention or with domestic violence coalitions in developing activities or materials. Applicants must describe how the proposed programs or activities will address issues of domestic violence. Failure to comply with this requirement will result in a score of "0" under the evaluation criteria, "Approach."

Use of Funds

Applications must provide a commitment that funds will not be used for any other purpose other than those listed in the legislation. Failure to comply with this requirement will result in a score of "0" in the "Approach" under the evaluation criteria.

Program Access

Applicants must provide services to all eligible persons, regardless of a potential participant's race, gender, age, disability or religion. Applicants cannot, on the basis of race, gender, age, disability or religion, treat one person differently from another in determining eligibility, benefits or services provided, or applicable rules. The projects and activities assisted under these awards must be available to fathers and expectant fathers who are able to benefit from the activities on the same basis as mothers and expectant mothers.

Start Up

Projects funded under this announcement must begin operations within 90 days following notification of the grant award.

Additional Requirements

All grantees must make themselves available for the following activities:

Quantitative and Qualitative Evaluation

Entrance and Annual Peer Meetings

On-site ACF-sponsored technical assistance

Quantitative and Qualitative Evaluation

All grantees will fully participate in *quantitative or monitoring activities* that capture measurable indicators and outcomes. ACF will require a consistent measuring system across all funded programs. Before finalizing that system, ACF will gather suggestions from grantees and the public, create a format, and seek approval from the OMB. At that point, grantees will be informed of the measurements to be used.

ACF believes that grantee activities can increase our national knowledge about fatherhood programs and may sponsor evaluations to build the knowledge base about what works in Responsible

Fatherhood programs. Toward this end, some approved grantees will be selected to participate in a more *in-depth evaluation study*. These grantees will be selected after grant awards are made. All approved grantees must agree to work cooperatively with ACF and with contractors hired by ACF to conduct evaluations. Involvement may include allowing for a random assignment of participants to either grant program activities or control groups who do not receive grantee services. Involvement might also include access to more detailed project-related information and data, including but not limited to, information about access, attendance, and outcome measures. Grantees selected for the evaluation study will likely participate in interviews, surveys, and on-site observations by evaluators.

Working cooperatively with ACF-sponsored evaluators includes agreeing to use standardized data collection instruments, collecting and providing personal information for data-matching and adjusting projects to use the random assignment of individuals or couples to Responsible Fatherhood programs or control groups, if required, where participants in the program group would receive services funded under this announcement.

Participation in an ACF-sponsored evaluation may also require providing client identifiers to the State Unemployment Insurance agency or other agencies for the purpose of collecting wage and earnings data or other data. Other data-matching may be required as well. Therefore, as a routine practice, applicants should be prepared to get voluntary consent from participants for release of personal information for evaluation purposes.

ACF anticipates the need for the collection of consistent information on grant activity, including but not limited to, services provided and outcomes associated with services supported through the grants awarded. ACF will seek comments on the proposed information collection plan and approval by OMB. Approved grantees shall be informed of the information collection requirements once approved by OMB.

Entrance and Annual Peer Meetings

The initial meeting (*Entrance Conference*) will be held within the first three months of the official award date. In addition to attending the annual grantees' meeting, grantees will be expected to attend an annual ACF sponsored technical assistance event. In general, these meetings will be two to three days. Please note that applicants are required to allocate sufficient funding within their budget to attend the annual meetings.

Both the project director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend all meetings. Applicants must allocate sufficient funding in their proposed program budget for travel, to cover transportation and per diem expenses for each of these two-three day meetings in the event they receive a grant award. Additional funds for travel expenses will not be made available once grants are awarded.

On-site ACF-sponsored technical assistance

Successful applicants must be available to receive ACF sponsored technical assistance for Responsible Fatherhood projects. Technical assistance is a comprehensive set of consulting services that are available to help public and private entities succeed in implementing their programs. These consulting services may include operational or management assistance given to aid in financial planning, program planning, program advice, marketing, information systems and other aids to management. Assistance may be offered directly by an ACF staff member or contractor.

Primary areas of technical assistance that are available include:

- Strategic Planning: Identification of goals and objectives and development of corresponding plans of action;
- Coalition Building: Strategies for building coalitions with public and private partners and "how-to" guidance;
- Fatherhood and Marriage Experts: Meetings and consultations with fatherhood and marriage experts and program providers;
- Domestic Violence Prevention: Developing protocols for domestic violence; and
- Evaluation and Performance Measurement: Development of performance measures and evaluation design options, assistance with local evaluation plans.

Marriage Skills Training Curriculum

Applicants applying under the Healthy Marriage authorized activity area should note the following:

ACF's overall goal is to help couples who have chosen marriage for themselves gain greater access to marriage education services, where they can acquire the skills and knowledge necessary to form and sustain healthy marriages. To accomplish this, ACF is particularly interested in funding marriage education and marriage enrichment projects in which the primary focus is on couples. This includes, but is not limited to, engaged couples, couples interested in marriage,

married couples and newly married couples. Applicants proposing to implement marriage education services must provide interventions that are skill-based and designed to increase the likelihood of healthy marriage formation and long-term marital satisfaction. The marriage education or marriage preparation intervention must include curricula designed to help couples learn and apply skills that will:

- Improve communication between couples;
- Improve the couple's ability to resolve their conflicts; and
- Strengthen the couple's commitment to increasing marital stability.

In addition, the curricula must deliver a minimum of eight hours of instruction or the number of hours established within the guidelines required by the author of the selected curriculum model. It must also be delivered over time, in no less than the number of days established within the guidelines required by the author of the selected model.

ACF is interested in funding projects that have had successful experience with delivering skill-based marriage education services. However, if for a particular sub-population, such as incarcerated individuals with substance addictions is to be served, marriage education curricula have not been developed or adapted, modifications of curriculum guidelines and procedures may be approved. Such modifications will need to be clearly identified.

Priority Area 1:

Responsible Fatherhood Multiple Activity Grants, Level 1

Description

ACF has designated \$3,000,000 for Responsible Fatherhood Multiple Activity Grants to be awarded to eligible entities to implement programs with the primary purpose of supporting two or more of the three authorized activity areas (Healthy Marriage, Responsible Parenting, and Economic Stability). Under each authorized activity area, there are several program services (e.g., skill-based parenting, good parenting practices) that an applicant may choose to implement. Applicants should note that in order to meet the two out of three requirements, the applicant must implement program services listed under at least two **different** authorized activity areas. For example, if an applicant chooses to provide work services and employment training from the Economic Stability authorized activity

area, then the applicant must choose an additional program service from either the Responsible Parenting or Healthy Marriage authorized activity area. Responsible Fatherhood Multiple Activity Grants shall be innovative, well-designed and accessible to interested individuals and couples.

These grants differ from the single activity grants in that they shall be comprehensive and concurrently implement two or more of the three authorized activity areas. Multiple activity approaches must involve stakeholders from diverse community sectors (e.g., government, schools, faith-based organizations, businesses, healthcare, etc.). Further, multiple activity approaches shall offer services that reach as many interested participants from across the community as possible.

The following examples highlight some different approaches that applicants may consider in implementing their fatherhood programs:

- A community center offers marriage strengthening skills, in the form of a course on financial literacy and parenting support groups for expectant married couples;
- A faith-based organization implements a program designed to provide engaged couples with premarital counseling, skill-based parenting education, and household budget and management training;
- A local county Department of Corrections develops a program that offers relationship-enhancement skills and parenting education services to fathers married to incarcerated mothers.

ACF anticipates that the approaches proposed will reflect the unique needs and circumstances of the targeted populations. Applicants may design their proposals to be as broad or as focused as they determine necessary to meet the needs of their target populations. An applicant may choose to take a broad approach by designing a program that implements two or more of the three authorized activity areas or take a focused approach and target specific populations such as youth, low-income families, unwed parents, etc.

The examples above are by no means exhaustive nor are they a standard for what ACF intends to fund. The examples are offered merely to provide examples of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$3,000,000
Anticipated Number of Awards:	1 to 3
Ceiling on Amount of Individual Awards:	\$1,000,000 per budget period
Floor on Amount of Individual Awards:	\$900,000 per budget period
Average Projected Award Amount:	\$1,000,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$1,000,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a noncompetitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should also note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments

- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized)
- Public housing authorities/Indian housing authorities
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with . Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$1,000,000, requesting \$900,000 in ACF funds, must provide a non-Federal share of at least \$100,000 (10 percent of total approved project cost of \$1,000,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal

grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
Office of Family Assistance
c/o The Dixon Group
118 Q Street, NE
Washington, DC 20002
Phone: 866-779-8458
Email: ofa@dixongroup.com

2. Content and Form of Application Submission:

Applicants are strongly encouraged to notify the OFA Operations Center, c/o The Dixon Group, 118 Q Street, NE, Office of Family Assistance, Washington, DC 20002, Email: ofa@dixongroup.com, of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the number and title of this announcement, the applicant's organizational name and address, one to two sentences stating that the applicant organization intends to submit an application for this grant, and the contact person's name, phone number, fax number and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not affect eligibility to submit an application and will not disqualify an application from competitive review.

Application Content

Each application must include the following components and in the following order:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population and the major elements of the work plan. Use plain language that is easy for non-experts to understand.
3. Application for Federal Assistance, Standard Form (SF) 424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.
5. Narrative Budget Justification - A narrative that addresses criteria described in *Section V.1, Criteria*.
6. Project Narrative - A narrative that addresses the criteria described in *Section V.1, Criteria*.
7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements, and resumes of key staff. The content to include in the supporting documents is described in *Section V.1, Criteria*.
8. Additional Certification, Assurance, and Disclosure Forms.

Page Limitation

The total length of the application (including SF-424 and SF-424A, project abstract, table of contents, budget information, project narrative) and supporting documents (e.g., letters of support, third-party agreements, resumes or additional certification, assurance and disclosure forms) must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided for panel review.

Application Format

Each application must include the following components:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population, and the major elements of the work plan. Use plain language that is easy for non-experts to understand.

3. Application for Federal Assistance, SF-424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.
5. Project Narrative - A narrative that addresses the criteria described in *section V.1, Criteria*.
6. Narrative Budget Justification - A narrative that addresses criteria described in *section V.1, Criteria*.
7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements, and resumes of key staff. The content to include in the supporting documents is described in *section V.1, Criteria*.
8. Additional Certification, Assurances and Disclosure Forms.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS

Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at

- support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
 - When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	06/01/2006
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application

		ms.htm	due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Support Letters	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Applicants			
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4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the

program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit (i.e., any amount in excess of allowable direct and indirect costs of the recipient) to grantees or sub-grantees (45 CFR 74.81).

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
Office of Family Assistance
c/o The Dixon Group
118 Q Street, NE
Washington, DC 20002

Hand Delivery

OFA Operations Center
Office of Family Assistance
c/o The Dixon Group
118 Q Street, NE
Washington, DC 20002

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included

where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning

studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being

conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a

requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

1. Timeline, action plan, and activities. (20 points)

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the authorized activity areas selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (e.g., individuals and organizations) will do it and when it will be accomplished. The plan describes how the accomplishment of project milestones and other outcomes will be documented. The extent on which the approach reflects a documented partnership agreement between the applicant and other organizations and the nature of the partnership is described in sufficient detail. The role and function of each organization will support the overall mission of the project to promote responsible fatherhood. *(8 points)*
- There is a reasonable timeline for implementing the proposed project and any sub-projects. The timeline includes the activities to be conducted in chronological order, showing a reasonable schedule of project milestones and target dates, and the factors that may accelerate or decelerate the work. This timeline must

document a schedule that will have program activities operational within three of the award date. *(8 points)*

2. Project rationale and strategies to overcome barriers. (15 Points)

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved and the priority area chosen. The rationale for the approach is based on a demonstrated understanding of the target population and the need for the proposed activities. *(5 points)*
- There are reasonable approaches for recruiting and retaining participants that reflect a good understanding of the target population and are appropriate given the authorized activity areas to be included in the project. The approach identifies potential barriers that exist for individuals and couples who could not access or easily afford services and includes strategies for overcoming those barriers. *(5 points)*
- There is a clear and reasonable plan for how to refer individuals to appropriate when the nature of their problems (e.g., mental illness, severe marital distress, drug and alcohol abuse) is beyond the scope of this grant is clear and reasonable. *(3 points)*
- Proposed fatherhood activities include opportunities for reinforcing skills to promote responsible fatherhood (e.g., refresher parenting sessions for couples, individual follow-up, re-enrollment in subsequent workshops). *(2 points)*

3. Domestic violence and voluntary nature of program. (5 Points)

Applicants that fail to address these evaluation criteria will receive '0' points for the entire Approach section.

- The applicant has consulted with experts in domestic violence or with relevant community domestic violence coalitions in developing programs or activities. The description of how programs or activities will address issues of domestic violence is clear and reasonable. The applicant has provided a description of the consultation process and how it informed program development. *(2 points)*
- Participation in programs or activities shall be voluntary. There is a clear and reasonable description of what the sub-applicant will do to ensure that participation in programs or activities is

- voluntary. There is a clear and reasonable description to inform potential participants that their involvement is voluntary. . (2 points)
- The applicant has provided a written commitment that funds will only be used for the three authorized activity areas. (1 point)

ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, and letters of support) clearly detail the applicant organization's capabilities. Successful completion of this project is realistic given its experience with the development, implementation, administration and evaluation of similar projects. (5 points)
2. The project narrative and supporting documents (third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationship to the applicant organization. In cases where partners have not yet been selected, the approach and criteria that will be used to select partners are clearly described and reasonable. The financial relationships between the applicant organization and any partner organizations are clearly described and can reasonably be expected to ensure proper stewardship of Federal funds. (3 points)
3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable. (7 points)
4. The qualifications of the applicant organization, any partner organizations and key staff should demonstrate the ability to:
 - Deliver services that promote responsible fatherhood and directly support the authorized activity areas to be included in the project;
 - Implement the evaluation plan;
 - Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
 - Incorporate in plans, lessons learned for the continuation of services found to be promising. (5 points)

BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served and the expected results and benefits. *(5 points)*
3. The budget narrative clearly describes the fiscal controls that will ensure the prudent use, proper disbursement and accurate accounting of funds. *(2 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(3 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*
6. The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. *(1 point)*

EVALUATION - 15 points

All applications under this priority area will be evaluated using the following criteria. However, if selected for inclusion in an ACF-sponsored evaluation, the grantee will not be required to conduct a separate assessment of its program.

1. Project milestones (e.g., number of fathers who obtained jobs, number of couples served, number of events hosted, number of newsletters sent, number of staff trained, etc.) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. *(8 points)*
2. The expected project objectives and outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify what they found most helpful. Other outcomes may include participants' knowledge of and access to other social services. More advanced assessments may compare measures such as marital status, quality, stability or satisfaction at the end

- of the program to measures made before the program. Advanced and complex evaluation plans are not required for funding. Plans for monitoring and documenting changes in participants or community outcomes are thorough and reasonable. *(4 points)*
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training, and experience. *(3 points)*

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The definition of the problem and need for assistance are clearly stated and directly related to the Responsible Fatherhood Grant Program. *(4 points)*
2. Objectives directly support the chosen set of the authorized activity areas to be addressed in this project. *(3 points)*
3. The people to be served are clearly described in terms of population size and demographic characteristics, including relevant fatherhood trends. The rationale for selecting the group is reasonable given the objectives of the project and the authorized activities to be included. *(2 points)*
4. The precise geographic location of the project and boundaries of the area to be served by the project are clearly described. *(1 Point)*

BONUS POINTS: For demonstrated experience in implementing fatherhood programs and services - 5 points

Evaluation Criterion for Demonstrated Fatherhood Experience
(5 points)

The applicant has specific experience in implementing fatherhood programs. To demonstrate this, the applicant must address the following evaluation criteria:

The extent to which the applicant has thoroughly documented previous experience in developing, implementing or managing fatherhood programs. The documentation of this experience should briefly describe the services provided, the target population, and program outcomes. *(5 points)*

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Panel Review

Applications that pass ACF's initial screening will be reviewed and rated by a panel of experts based on the project elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

ACF uses the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the geographic distribution of applications, range of target populations served (e.g., low-income, minority, immigrant), the community sectors represented, the proposed project's consistency with the three authorized activity areas, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, audit reports, investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective

date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. States agencies awarded federal funds under the Promoting Responsible Fatherhood Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at:

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html

All other entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at:

<http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days

after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Paul Maiers
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
370 L' Enfant Promenade, SW
Aerospace Building, 5th Floor-East
Washington, DC 20447
Phone: 202-401-5438
Email: pmaiers@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
U.S. Department of Health and Human Services
ACF - Office of Grants Management
Division of Discretionary Grants
370 L' Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20002
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Priority Area 2:

Responsible Fatherhood Multiple Activity Grants, Level 2

Description

ACF has designated \$7,000,000 for the Responsible Fatherhood Multiple Activity Grants to be awarded to eligible entities to implement programs with the primary purpose of supporting two or more of the three authorized activity areas (Healthy Marriage, Responsible Parenting, and Economic Stability). Under each authorized activity area, there are several program services (e.g., skill-based parenting, good parenting practices) that an applicant may choose to implement. Applicants should note that in order to meet the two out of three requirements, the applicant must implement program services listed under at least two different authorized activity areas. For example, if an applicant chooses to provide work services and employment training from the Economic Stability authorized activity area, then the applicant must choose an additional program service from either the Responsible Parenting or Healthy Marriage authorized activity area. Responsible Fatherhood Multiple Activity Level Two Grants shall be innovative, well-designed and accessible to interested individuals and couples.

These grants differ from the single activity grants in that they shall be comprehensive and concurrently implement two or more of the three authorized activity areas. Multiple activity approaches must involve stakeholders from diverse community sectors (e.g., government, schools, faith-based communities, businesses, healthcare, etc.). Further, multiple activity approaches shall offer services that reach as many interested participants from across the community as possible.

The following examples highlight some different approaches that applicants may consider in implementing their fatherhood programs:

- A community center offers marriage strengthening skills, in the form of a course on financial literacy and parenting support groups for expectant married couples;
- A faith-based organization implements a program designed to provide engaged couples with premarital counseling, skill-based parenting education, and household budget and management training;
- A local county Department of Corrections develops a program that offers relationship- enhancement skills and parenting education services to fathers married to incarcerated mothers.

ACF anticipates that the approaches proposed will reflect the unique needs and circumstances of the targeted populations. Applicants may design their proposals to be as broad or as focused as they determine necessary to meet the needs of their target populations. An applicant may choose to take a broad approach by designing a program that

implements two or more of the authorized activity areas or take a focused approach and target specific populations such as youth, low-income families, unwed parents, etc.

The examples above are by no means exhaustive nor are they a standard for what projects ACF intends to fund. The examples are offered merely to provide examples of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$7,000,000
Anticipated Number of Awards:	12 to 14
Ceiling on Amount of Individual Awards:	\$500,000 per budget period
Floor on Amount of Individual Awards:	\$400,000 per budget period
Average Projected Award Amount:	\$500,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$500,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a noncompetitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should also note that any program income generated through this grant must be added to the Federal funds committed to

the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized)
- Public housing authorities/Indian housing authorities
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with . Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$1,000,000, requesting \$900,000 in ACF funds, must provide a non-

Federal share of at least \$100,000 (10 percent of total approved project cost of \$1,000,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
c/o The Dixon Group
Office of Family Assistance
118 Q Street, NE
Washington, DC 20002
Phone: 866-779-8458
Email: ofa@dixongroup.com

2. Content and Form of Application Submission:

Letters of Intent

Applicants are strongly encouraged to notify the OFA Operations Center, c/o The Dixon Group, 118 Q Street, NE, Office of Family

Assistance, Washington, DC 20002, Email: ofa@dixongroup.com, of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the number and title of this announcement, the applicant's organizational name and address, one to two sentences stating that the applicant organization intends to submit an application for this grant, and the contact person's name, phone number, fax number and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not affect eligibility to submit an application and will not disqualify an application from competitive review.

Application Content

Each application must include the following components and in the following order:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population and the major elements of the work plan. Use plain language that is easy for non-experts to understand.
3. Application for Federal Assistance, Standard Form (SF) 424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.
5. Narrative Budget Justification - A narrative that addresses criteria described in *Section V.1, Criteria*.
6. Project Narrative - A narrative that addresses the criteria described in *Section V.1, Criteria*.
7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements, and resumes of key staff. The content to include in the supporting documents is described in *Section V.1, Criteria*.
8. Additional Certification, Assurance, and Disclosure Forms.

Page Limitation

The total length of the application (including SF-424 and SF-424A, project abstract, table of contents, budget information, project narrative) and supporting documents (e.g., letters of support, third-party agreements, resumes or additional certification, assurance and disclosure forms) must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided for panel review.

Application Format

Submit application materials on white 8 1/2 x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

A standard font such as Times New Roman must be used. The font size must not be smaller than 12-point. The margins must be at least one inch on all sides. Project and budget narrative sections must be double-spaced.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one. All application pages including government forms and attachments should be numbered.

Arrange all materials in the order listed in the **Application Content** section above.

Applicants are encouraged to use job titles and not specific names in developing the application budget. However, specific salary rates or amounts for staff positions identified must be included in the application budget.

Supporting documents (e.g., letters of support, third-party agreements, resumes) should follow the same general guidelines but may be single-spaced. Letters of support may use the supporting organizations' letterhead. If copies of third-party agreements are lengthy, the applicant may substitute an annotated list of those agreements briefly summarizing with whom the agreement is, the scope of work to be performed, work schedules and remuneration, and any other core aspects of the agreement that defines the nature of the relationship.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry

(CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	06/01/2006
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

	V		
Support Letters	See Section IV.2	Found in Section IV.2	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit (i.e., any amount in excess of allowable direct and indirect costs of the recipient) to grantees or sub-grantees (45 CFR 74.81).

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
Office of Family Assistance
c/o The Dixon Group
118 Q Street, NE
Washington, DC 20002

Hand Delivery

OFA Operations Center
Office of Family Assistance
c/o The Dixon Group
118 Q Street, NE
Washington, DC 20002

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be

directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the

project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards;

documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented.

Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

1. Timeline, action plan, and activities. (20 points)

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the authorized activity areas selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (e.g., individuals and organizations) will do it and when it will be accomplished. The plan describes how the accomplishment of project milestones and other outcomes will be documented. The extent on which the approach reflects a documented partnership agreement between the applicant and other organizations and the nature of the partnership is described in sufficient detail. The role and function of each organization will support the overall mission of the project to promote responsible fatherhood. *(8 points)*
- There is a reasonable timeline for implementing the proposed project and any sub-projects. The timeline includes the activities to be conducted in chronological order, showing a reasonable schedule of project milestones and target dates, and the factors that may accelerate or decelerate the work. This timeline must document a schedule that will have program activities operational within three months of the award date. *(8 points)*

2. Project rationale and strategies to overcome barriers. (15 Points)

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved and the priority area chosen. The rationale for the approach is based on a demonstrated understanding of the target population and the need for the proposed activities. *(5 points)*
- There are reasonable approaches for recruiting and retaining participants that reflect a good understanding of the target

- population and are appropriate given the authorized activity areas to be included in the project. The approach identifies potential barriers that exist for individuals and couples who could not access or easily afford services and includes strategies for overcoming those barriers. (5 points)
- There is a clear and reasonable plan for how to refer individuals to appropriate when the nature of their problems (e.g., mental illness, severe marital distress, drug and alcohol abuse) is beyond the scope of this grant is clear and reasonable. (3 points)
 - Proposed fatherhood activities include opportunities for reinforcing skills to promote responsible fatherhood (e.g., refresher parenting sessions for couples, individual follow-up, re-enrollment in subsequent workshops). (2 points)

3. Domestic violence and voluntary nature of program. (5 Points)

Applicants that fail to address these evaluation criteria will receive '0' points for the entire Approach section.

- The applicant has consulted with experts in domestic violence or with relevant community domestic violence coalitions in developing programs or activities. The description of how programs or activities will address issues of domestic violence is clear and reasonable. The applicant has provided a description of the consultation process and how it informed program development. (2 points)
- Participation in programs or activities shall be voluntary. There is a clear and reasonable description of what the sub-applicant will do to ensure that participation in programs or activities is voluntary. There is a clear and reasonable description to inform potential participants that their involvement is voluntary. (2 points)
- The applicant has provided a written commitment that funds will only be used for the three authorized activity areas. (1 point)

ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, and letters of support) clearly detail the applicant organization's capabilities. Successful completion of this project is realistic given its

- experience with the development, implementation, administration and evaluation of similar projects. *(5 points)*
2. The project narrative and supporting documents (third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationship to the applicant organization. In cases where partners have not yet been selected, the approach and criteria that will be used to select partners are clearly described and reasonable. The financial relationships between the applicant organization and any partner organizations are clearly described and can reasonably be expected to ensure proper stewardship of Federal funds. *(3 points)*
 3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable. *(7 points)*
 4. The qualifications of the applicant organization, any partner organizations and key staff should demonstrate the ability to:
 - Deliver services that promote responsible fatherhood and directly support the authorized activity areas to be included in the project;
 - Implement the evaluation plan;
 - Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
 - Incorporate in plans, lessons learned for the continuation of services found to be promising. *(5 points)*

BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served and the expected results and benefits. *(5 points)*

3. The budget narrative clearly describes the fiscal controls that will ensure the prudent use, proper disbursement and accurate accounting of funds. *(2 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(3 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*

The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. *(1 point)*

EVALUATION - 15 points

All applications under this priority area will be evaluated using the following criteria. However, if selected for inclusion in an ACF-sponsored evaluation, the grantee will not be required to conduct a separate assessment of its program.

1. Project milestones (e.g., number of fathers who obtained jobs, number of couples served, number of events hosted, number of newsletters sent, number of staff trained, etc.) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. *(8 points)*
2. The expected project objectives and outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify what they found most helpful. Other outcomes may include participants' knowledge of and access to other social services. More advanced assessments may compare measures such as marital status, quality, stability or satisfaction at the end of the program to measures made before the program. Advanced and complex evaluation plans are not required for funding. Plans for monitoring and documenting changes in participants or community outcomes are thorough and reasonable. *(4 points)*
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training, and experience. *(3 points)*

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The definition of the problem and need for assistance are clearly stated and directly related to the Responsible Fatherhood Grant Program. *(4 points)*
2. Objectives directly support the chosen set of the authorized activity areas to be addressed in this project. *(3 points)*
3. The people to be served are clearly described in terms of population size and demographic characteristics, including relevant fatherhood trends. The rationale for selecting the group is reasonable given the objectives of the project and the authorized activities to be included. *(2 points)*
4. The precise geographic location of the project and boundaries of the area to be served by the project are clearly described. *(1 Point)*

BONUS POINTS: For demonstrated experience in implementing fatherhood programs and services - 5 points

Evaluation Criterion for Demonstrated Fatherhood Experience ***(5 points)***

The applicant has specific experience in implementing fatherhood programs. To demonstrate this, the applicant must address the following evaluation criteria:

The extent to which the applicant has thoroughly documented previous experience in developing, implementing or managing fatherhood programs. The documentation of this experience should briefly describe the services provided, the target population, and program outcomes. *(5 points)*

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Panel Review

Applications that pass ACF's initial screening will be reviewed and rated by a panel of experts based on the project elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

ACF uses the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the geographic distribution of applications, range of target populations served (e.g., low-income, minority, immigrant), the community sectors represented, the proposed project's consistency with the three authorized activity areas, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, audit reports, investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. States agencies awarded federal funds under the Promoting Responsible Fatherhood Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at:

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html

All other entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at:

<http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

All required reports must be submitted in a timely manner, in recommended formats (to be provided), and the final report must also

be submitted on disk or electronically using a standard word-processing program.

VII. AGENCY CONTACTS

Program Office Contact:

Paul Maiers
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
370 L' Enfant Promenade, SW
Aerospace Building, 5th Floor-East
Washington, DC 20002
Phone: 202-401-5438
Email: pmaiers@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
U.S. Department of Health and Human Services
ACf - Office of Grants Management
Division of Discretionary Grants
370 L' Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20002
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Priority Area 3:

Responsible Fatherhood Single Activity Grants, Level 1

Description

ACF has designated \$13,000,000 for Responsible Fatherhood Single Activity Grants to implement programs with the primary purpose of supporting any one of the three authorized activity areas. As

described previously, Responsible Fatherhood Grants shall be innovative, well-designed and accessible to interested target groups. ACF anticipates that the approaches proposed will reflect the unique needs and circumstances of the targeted populations.

An applicant may choose to take a single, focused approach and target specific populations such as youth, low-income families, unwed parents, etc. Fathers may live in the home or outside of the home. Single activity approaches are likely to involve a select group of stakeholders. Further, single activity approaches may aim to serve specific segments of the community who are interested in one of the three authorized activity areas: Healthy Marriage, Responsible Parenting, or Economic Stability.

The following examples highlight some different approaches applicants may consider in implementing their Responsible Fatherhood activities:

- A community-based organization may provide job search or job training referrals to fathers while providing information about the importance of involvement with their children and the value of steady, reliable work habits.
- State school system may implement a curriculum for teen fathers that improves relationship and communication skills and promotes the value of healthy relationships and responsible fatherhood.
- A Territorial government may disseminate information about the benefits of marriage and two-parent involvement for children.
- A non-profit agency may develop a partnership with a faith-based organization to develop a fatherhood mentoring program that teams experienced fathers with younger, inexperienced or first time fathers.

The examples above are by no means exhaustive nor are they a standard for what ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area	\$13,000,000

Funding:

Anticipated Number of Awards:	40 to 52
Ceiling on Amount of Individual Awards:	\$250,000 per budget period
Floor on Amount of Individual Awards:	\$200,000 per budget period
Average Projected Award Amount:	\$250,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized)
- Public housing authorities/Indian housing authorities
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching:

Grantees are required to meet a non-Federal share of the project costs, in accordance with . Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$1,000,000, requesting \$900,000 in ACF funds, must provide a non-Federal share of at least \$100,000 (10 percent of total approved project cost of \$1,000,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
 Office of Family Assistance
 c/o The Dixon Group
 118 Q Street, NE
 Washington, DC 20002

Phone: 866-779-8458
Email: ofa@dixongroup.com

2. Content and Form of Application Submission:

Letters of Intent

Applicants are strongly encouraged to notify the OFA Operations Center, c/o The Dixon Group, 118 Q Street, NE, Office of Family Assistance, Washington, DC 20002 or via email: ofa@dixongroup.com, of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the number and title of this announcement, the applicant's organizational name and address, one to two sentences stating that the applicant organization intends to submit an application for this grant, and the contact person's name, phone number, fax number and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not affect eligibility to submit an application and will not disqualify an application from competitive review.

Application Content

Each application must include the following components and in the following order:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population and the major elements of the work plan. Use plain language that is easy for non-experts to understand.
3. Application for Federal Assistance, SF-424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.
5. Project Narrative - A narrative that addresses the criteria described in *Section V.1, Criteria*.
6. Narrative Budget Justification - A narrative that addresses criteria described in *Section V.1, Criteria*.

7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements and resumes of key staff. The content to include in the supporting documents is described in *Section V.1, Criteria*.
8. Additional Certification, Assurances and Disclosure Forms.

Page Limitation

The total length of the application (including SF-424 and SF-424A, project abstract, table of contents, budget information, project narrative) and supporting documents (e.g., letters of support, third-party agreements, resumes or additional certification, assurance and disclosure forms) must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided for panel review.

Application Format

Submit application materials on white 8 1/2 x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

A standard font such as Times New Roman must be used. The font size must not be smaller than 12-point. The margins must be at least one inch on all sides. Project and budget narrative sections must be double-spaced.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one. All application pages including government forms and attachments should be numbered.

Arrange all materials in the order listed in the **Application Content** section above.

Applicants are encouraged to use job titles and not specific names in developing the application budget. However, specific salary rates or amounts for staff positions identified must be included in the application budget.

Supporting documents (e.g., letters of support, third-party agreements, resumes) should follow the same general guidelines but may be single-spaced. Letters of support may use the supporting organizations' letterhead. If copies of third-party agreements are lengthy, the applicant may substitute an annotated list of those

agreements briefly summarizing with whom the agreement is, the scope of work to be performed, work schedules and remuneration, and any other core aspects of the agreement that defines the nature of the relationship.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the

instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address

referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	06/01/2006
SF-424	See Section	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application

	IV.2		due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.
Support Letters	See Section IV.2	Found in Section IV.2	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private,	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application

Non-Profit Grant Applicants			due date.
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4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Profits

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit (i.e., any amount in excess of allowable direct and indirect costs of the recipient) to grantees or sub-grantees (45 CFR 74.81).

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
c/o The Dixon Group
Attn: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Hand Delivery

OFA Operations Center
c/o The Dixon Group
Attn: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal

funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than

the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the

procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

1. Timeline, action plan and activities. (20 points)

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the authorized activity area selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (e.g., individuals and organizations) will do it and when it will be accomplished. The plan describes how the accomplishment of project milestones and other outcomes will be documented. The extent on which the approach reflects a documented partnership agreement between the applicant and other organizations and the nature of the partnership is described in sufficient detail. The role and function of each organization will support the overall mission of the project to promote responsible fatherhood. *(8 points)*
- There is a reasonable timeline for implementing the proposed project and any sub-projects. The timeline includes the activities to be conducted in chronological order, showing a reasonable schedule of project milestones and target dates, and the factors that may accelerate or decelerate the work. This timeline must document a schedule that will have program activities operational within three months of the award date. *(8 points)*

2. Project rationale and strategies to overcome barriers. (15 Points)

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved and the priority area chosen. The rationale for the approach is based on a demonstrated understanding of the target population and the need for the proposed activities. *(5 points)*
- There are reasonable approaches for recruiting and retaining participants that reflect a good understanding of the target population and are appropriate given the authorized activity area to be included in the project. The approach identifies potential barriers that exist for individuals and couples who could not access or easily afford services and includes strategies for overcoming those barriers. *(5 points)*
- There is a clear and reasonable plan for how to refer individuals to appropriate services when the nature of their problems (e.g., mental illness, severe marital distress, drug and alcohol abuse) is beyond the scope of this grant is clear and reasonable. *(3 points)*
- Proposed fatherhood activities include opportunities for reinforcing skills to promote responsible fatherhood (e.g., refresher parenting sessions for couples, individual follow-up, re-enrollment in subsequent workshops). *(2 points)*

3. Domestic violence and voluntary nature of program. (5 Points)

Applicants that fail to address these evaluation criteria will receive '0' points for the entire Approach section.

- The applicant has consulted with experts in domestic violence or with relevant community domestic violence coalitions in developing programs or activities. The description of how programs or activities will address issues of domestic violence is clear and reasonable. The applicant has provided a description of the consultation process and how it informed program development. *(2 points)*
- Participation in programs or activities shall be voluntary. There is a clear and reasonable description of what the sub-applicant will do to ensure that participation in programs or activities is voluntary. There is a clear and reasonable description to inform potential participants that their involvement is voluntary. *(2 points)*

The applicant has provided a written commitment that funds will only be used for the selected authorized activity area. (1 Point)

ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, letters of support) clearly detail the applicant organization's capabilities. Successful completion of this project is realistic given its experience with the development, implementation, administration and evaluation of similar projects. *(5 points)*
2. The project narrative and supporting documents (e.g., third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationship to the applicant organization. In cases where partners have not yet been selected, the approach and criteria that will be used to select partners are clearly described and reasonable. The financial relationships between the applicant organization and any partner organizations are clearly described and can reasonably be expected to ensure proper stewardship of Federal funds. *(3 points)*
3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable. *(7 points)*
4. The qualifications of the applicant organization, any partner organizations, and key staff should demonstrate the ability to:
 - Deliver services that promote responsible fatherhood and directly support the authorized activity area to be included in the project;
 - Implement the evaluation plan;
 - Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
 - Incorporate in plans, lessons learned for the continuation of services found to be promising. *(5 points)*

BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits. *(5 points)*
3. The budget narrative clearly describes the fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds. *(2 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(3 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*
6. The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. *(1 point)*

EVALUATION - 15 points

All applications under this priority area will be evaluated using the following criteria. However, if selected for inclusion in an ACF-sponsored evaluation, the grantee will not be required to conduct a separate assessment of its program.

1. Project milestones (e.g., number of fathers who obtained jobs, number of couples served, number of events hosted, number of newsletters sent, number of staff trained, etc.) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. *(8 points)*
2. The expected project objectives and outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify what they found most helpful. Other outcomes may include participants' knowledge of and access to other social services. More advanced evaluations may compare the measures such as marital status, quality, stability or satisfaction of participants, made at the end of the program to measures made before the program. Advanced and complex evaluation plans

- are not required for funding. Plans for monitoring and documenting changes in participants or community outcomes are thorough and reasonable. *(4 points)*
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training and experience. *(3 points)*

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The definition of the problem and need for assistance are clearly stated and directly related to the Responsible Fatherhood Grant Program. *(4 points)*
2. Objectives directly support the chosen authorized activity area to be addressed in this project. *(3 points)*
3. The people to be served are clearly described in terms of population size and demographic characteristics, including relevant fatherhood trends. The rationale for selecting the group is reasonable given the objectives of the project and the authorized activities to be included. *(2 points)*
4. The precise geographic location of the project and boundaries of the area to be served by the project are clearly described. *(1 Point)*

BONUS POINTS: For demonstrated experience in implementing fatherhood programs and services - 5 points

Evaluation Criterion for Demonstrated Fatherhood Experience
(5 points)

The applicant has specific experience in implementing fatherhood programs. To demonstrate this, the applicant must address the following evaluation criteria:

The extent to which the applicant has thoroughly documented previous experience in developing, implementing or managing fatherhood programs. The documentation of this experience should briefly describe the services provided, the target population, and program outcomes. *(5 points)*

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Panel Review

Applications that pass ACF's initial screening will be reviewed and rated by a panel of experts based on the project elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

The Administration for Children and Families (ACF) uses the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the geographic distribution of applications, range of target populations served (e.g., low-income, minority, immigrant), the community sectors represented, the proposed project's consistency with the three authorized activity areas, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, audit reports, investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be

given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. States agencies awarded federal funds under the Promoting Responsible Fatherhood Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at:

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html

All other entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at:

<http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

All required reports must be submitted in a timely manner, in recommended formats (to be provided), and the final report must also be submitted on disk or electronically using a standard word-processing program.

VII. AGENCY CONTACTS

Program Office Contact:

Terri Ames
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
370 L'Enfant Promenade, SW
Aerospace Building, 5th Floor-East
Washington, DC 20447
Phone: 202-401-5436
Email: tames@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
U.S. Department of Health and Human Service
ACF - Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Priority Area 4:

Responsible Fatherhood Single Activity Grants, Level 2

Description

ACF has designated \$5,000,000 for Responsible Fatherhood Single Activity Grants to implement programs with the primary purpose of supporting any one of the three authorized activity areas. As described previously, Responsible Fatherhood Grants shall be innovative, well-designed and accessible to interested target groups. ACF anticipates that the approaches proposed will reflect the unique needs and circumstances of the targeted populations.

An applicant may choose to take a single, focused approach and target specific populations such as youth, low-income families, unwed parents, etc. Fathers may live in the home or outside of the home. Single activity approaches are likely to involve a select group of stakeholders. Further, single activity approaches may aim to serve specific segments of the community who are interested in one of the three authorized activity areas: Healthy Marriage, Responsible Parenting, or Economic Stability.

The following examples highlight some different approaches applicants may consider in implementing their Responsible Fatherhood activities:

- A community-based organization may provide job search or job training referrals to fathers while providing information about the importance of involvement with their children and the value of steady, reliable work habits.
- A State school system may implement a before or after school curriculum for teen fathers that improves relationship and communication skills and promotes the value of healthy relationships and responsible fatherhood.
- A Territorial government may disseminate information about the benefits of marriage and two-parent involvement for children.
- A non-profit agency may develop a partnership with a faith-based organization to develop a fatherhood mentoring program that teams experienced fathers with younger, inexperienced or first time fathers.

The examples above are by no means exhaustive nor are they a standard for what projects ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$5,000,000
Anticipated Number of Awards:	8 to 10
Ceiling on Amount of Individual Awards:	\$500,000 per budget period
Floor on Amount of Individual Awards:	\$400,000 per budget period
Average Projected Award Amount:	\$500,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized)
- Public housing authorities/Indian housing authorities
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education

- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with . Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$1,000,000, requesting \$900,000 in ACF funds, must provide a non-Federal share of at least \$100,000 (10 percent of total approved project cost of \$1,000,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
c/o The Dixon Group
Office of Family Assistance
118 Q Street, NE
Washington, DC 20002
Phone: 866-779-8458
Email: ofa@dixongroup.com

2. Content and Form of Application Submission:

Letters of Intent

Applicants are strongly encouraged to notify the OFA Operations Center, c/o The Dixon Group, 118 Q Street, NE, Office of Family Assistance, Washington, DC 20002 or via email: ofa@dixongroup.com, of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the number and title of this announcement, the applicant's organizational name and address, one to two sentences stating that the applicant organization intends to submit an application for this grant, and the contact person's name, phone number, fax number and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not affect eligibility to submit an application and will not disqualify an application from competitive review.

Application Content

Each application must include the following components and in the following order:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population and the major elements of the work plan. Use plain language that is easy for non-experts to understand.

3. Application for Federal Assistance, SF-424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.
5. Project Narrative - A narrative that addresses the criteria described in *Section V.1, Criteria*.
6. Narrative Budget Justification - A narrative that addresses criteria described in *Section V.1, Criteria*.
7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements and resumes of key staff. The content to include in the supporting documents is described in *Section V.1, Criteria*.
8. Additional Certification, Assurances and Disclosure Forms.

Page Limitation

The total length of the application (including SF-424 and SF-424A, project abstract, table of contents, budget information, project narrative) and supporting documents (e.g., letters of support, third-party agreements, resumes or additional certification, assurance and disclosure forms) must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided for panel review.

Application Format

Submit application materials on white 8 1/2 x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

A standard font such as Times New Roman must be used. The font size must not be smaller than 12-point. The margins must be at least one inch on all sides. Project and budget narrative sections must be double-spaced.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one. All application pages including government forms and attachments should be numbered.

Arrange all materials in the order listed in the **Application Content** section above.

Applicants are encouraged to use job titles and not specific names in developing the application budget. However, specific salary rates or amounts for staff positions identified must be included in the application budget.

Applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget.

Supporting documents (e.g., letters of support, third-party agreements, resumes) should follow the same general guidelines but may be single-spaced. Letters of support may use the supporting organizations' letterhead. If copies of third-party agreements are lengthy, the applicant may substitute an annotated list of those agreements briefly summarizing with whom the agreement is, the scope of work to be performed, work schedules and remuneration, and any other core aspects of the agreement that defines the nature of the relationship.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all**

Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by

hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	06/01/2006
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.
Support Letters	See Section IV.2	Found in Section IV.2	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are

requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Profits

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit (i.e., any amount in excess of allowable direct and indirect costs of the recipient) to grantees or sub-grantees (45 CFR 74.81).

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
c/o The Dixon Group
Attn: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Hand Delivery

OFA Operations Center
c/o The Dixon Group
Attn: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project

description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent

organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the authorized activity area selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (e.g., individuals and organizations) will do it and when it will be accomplished. The plan describes how the accomplishment of project milestones and other outcomes will be documented. The extent on which the approach reflects a documented partnership agreement between the applicant and other organizations and the nature of the partnership is described in sufficient detail. The role and function of each

organization will support the overall mission of the project to promote responsible fatherhood. *(8 points)*

- There is a reasonable timeline for implementing the proposed project and any sub-projects. The timeline includes the activities to be conducted in chronological order, showing a reasonable schedule of project milestones and target dates, and the factors that may accelerate or decelerate the work. This timeline must document a schedule that will have program activities operational within three months of the award date. *(8 points)*

2. Project rationale and strategies to overcome barriers. (15 Points)

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved and the priority area chosen. The rationale for the approach is based on a demonstrated understanding of the target population and the need for the proposed activities. *(5 points)*
- There are reasonable approaches for recruiting and retaining participants that reflect a good understanding of the target population and are appropriate given the authorized activity area to be included in the project. The approach identifies potential barriers that exist for individuals and couples who could not access or easily afford services and includes strategies for overcoming those barriers. *(5 points)*
- There is a clear and reasonable plan for how to refer individuals to appropriate services when the nature of their problems (e.g., mental illness, severe marital distress, drug and alcohol abuse) is beyond the scope of this grant is clear and reasonable. *(3 points)*
- Proposed fatherhood activities include opportunities for reinforcing skills to promote responsible fatherhood (e.g., refresher parenting sessions for couples, individual follow-up, re-enrollment in subsequent workshops). *(2 points)*

3. Domestic violence and voluntary nature of program. (5 Points)

Applicants that fail to address these evaluation criteria will receive '0' points for the entire Approach section.

- The applicant has consulted with experts in domestic violence or with relevant community domestic violence coalitions in developing programs or activities. The description of how

- programs or activities will address issues of domestic violence is clear and reasonable. The applicant has provided a description of the consultation process and how it informed program development. *(2 points)*
- Participation in programs or activities shall be voluntary. There is a clear and reasonable description of what the sub-applicant will do to ensure that participation in programs or activities is voluntary. There is a clear and reasonable description to inform potential participants that their involvement is voluntary. *(2 points)*
 - The applicant has provided a written commitment that funds will only be used for the selected authorized activity area. *(1 Point)*

ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, letters of support) clearly detail the applicant organization's capabilities. Successful completion of this project is realistic given its experience with the development, implementation, administration and evaluation of similar projects. *(5 points)*
2. The project narrative and supporting documents (e.g., third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationship to the applicant organization. In cases where partners have not yet been selected, the approach and criteria that will be used to select partners are clearly described and reasonable. The financial relationships between the applicant organization and any partner organizations are clearly described and can reasonably be expected to ensure proper stewardship of Federal funds. *(3 points)*
3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable. *(7 points)*
4. The qualifications of the applicant organization, any partner organizations, and key staff should demonstrate the ability to:
 - Deliver services that promote responsible fatherhood and directly support the authorized activity area to be included in the project;

- Implement the evaluation plan;
- Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
- Incorporate in plans, lessons learned for the continuation of services found to be promising. *(5 points)*

BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits. *(5 points)*
3. The budget narrative clearly describes the fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds. *(2 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(3 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*
6. The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. *(1 point)*

EVALUATION - 15 points

All applications under this priority area will be evaluated using the following criteria. However, if selected for inclusion in an ACF-sponsored evaluation, the grantee will not be required to conduct a separate assessment of its program.

1. Project milestones (e.g., number of fathers who obtained jobs, number of couples served, number of events hosted, number of newsletters sent, number of staff trained, etc.) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. *(8 points)*

2. The expected project objectives and outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify what they found most helpful. Other outcomes may include participants' knowledge of and access to other social services. More advanced evaluations may compare the measures such as marital status, quality, stability or satisfaction of participants, made at the end of the program to measures made before the program. Advanced and complex evaluation plans are not required for funding. Plans for monitoring and documenting changes in participants or community outcomes are thorough and reasonable. *(4 points)*
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training and experience. *(3 points)*

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The definition of the problem and need for assistance are clearly stated and directly related to the Responsible Fatherhood Grant Program. *(4 points)*
2. Objectives directly support the chosen authorized activity area to be addressed in this project. *(3 points)*
3. The people to be served are clearly described in terms of population size and demographic characteristics, including relevant fatherhood trends. The rationale for selecting the group is reasonable given the objectives of the project and the authorized activities to be included. *(2 points)*
4. The precise geographic location of the project and boundaries of the area to be served by the project are clearly described. *(1 Point)*

BONUS POINTS: For demonstrated experience in implementing fatherhood programs and services - 5 points

Evaluation Criterion for Demonstrated Fatherhood Experience
(5 points)

The applicant has specific experience in implementing fatherhood programs. To demonstrate this, the applicant must address the following evaluation criteria:

The extent to which the applicant has thoroughly documented previous experience in developing, implementing or managing fatherhood

programs. The documentation of this experience should briefly describe the services provided, the target population, and program outcomes. (5 points)

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Panel Review

Applications that pass ACF's initial screening will be reviewed and rated by a panel of experts based on the project elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

The Administration for Children and Families (ACF) uses the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the geographic distribution of applications, range of target populations served (e.g., low-income, minority, immigrant), the community sectors represented, the proposed project's consistency with the three authorized activity areas, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, audit reports, investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. States agencies awarded federal funds under the Promoting Responsible Fatherhood Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at:

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html

All other entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at:

<http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering

with the Federal Government" at:

<http://www.whitehouse.gov/government/fbc/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

All required reports must be submitted in a timely manner, in recommended formats (to be provided), and the final report must also be submitted on disk or electronically using a standard word-processing program.

VII. AGENCY CONTACTS

Program Office Contact:

Terri Ames
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
370 L'Enfant Promenade, SW
Aerospace Building, 5th Floor-East
Washington, DC 20447
Phone: 202-401-5436
Email: tames@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
U.S. Department of Health and Human Service
ACF - Office of Grants Management

Division of Discretionary Grants
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor-East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Priority Area 5:

Responsible Fatherhood, Marriage, and Family Strengthening Grants for Incarcerated Fathers and their Partners

Description

ACF has designated \$4,000,000 for Responsible Fatherhood, Marriage, and Family Strengthening Grants for Incarcerated Fathers and their Partners (MFS) to be awarded to eligible entities to implement programs with the primary purpose of promoting and strengthening marriage. In addition to marriage strengthening activities, grantees may also provide other authorized activity areas that improve parenting and promote economic stability. Responsible Fatherhood MFS Grants shall be innovative, well-designed, accessible to interested couples, and take into account the unique circumstance of incarcerated and formerly incarcerated fathers. These grants differ from multiple activity grants and single activity grants in that they focus only on fathers who are currently or very recently under criminal justice supervision. Additionally, marriage activities are the primary focus of these grants, although parenting and/or employment services can also be provided in order to strengthen the viability of the family unit.

MFS approaches must involve stakeholders from the criminal justice system, as well as include diverse community sectors (e.g., government, schools, faith-based communities, healthcare and businesses). Because the incidence of mental health and substance abuse problems is higher in this population than in the general population, applicants must be able to demonstrate how they will help clients connect to these service systems, even though payment for such services is beyond the scope of the resources available under this grant announcement. Further, MFS approaches should consider issues of couples separated by geography; the continuity of services between

prison and the community; the integration of MFS services into existing re-entry programs; linkages with other service approaches to families with an incarcerated parent, (e.g., mentoring children of prisoners); and the risk factors that must be considered in program planning, (e.g., domestic violence).

The following examples highlight some different approaches applicants may consider in implementing their MFS fatherhood programs:

- A local re-entry program funded by the U.S. Department of Justice, U.S. Department of Labor or a State Department of Corrections adds a marriage and parenting component to its program to strengthen the family supports available to the prisoner returning to the community.
- A State Department of Corrections adds a marriage/relationship strengthening component to its in-house prison re-entry program for the prisoner and his partner to continue marriage strengthening activities upon release.
- A faith-based organization provides mentoring to federal and state prisoners while in prison and after release adds a marriage and parent mentoring component to its program and begins mentoring both the prisoner and his partner.
- A community corrections program develops a team approach with a community marriage program to identify and provide services to couples who need marriage strengthening activities.

Applicants may design their proposals to be as broad or as focused as they determine necessary to meet the needs of their target populations. An applicant may choose an approach that focuses on marriage strengthening and also provides services to promote parenting and economic stability, or it may focus *only* on providing the marriage strengthening activities. Additionally, the targeted population could be limited to fathers in prison; fathers in community corrections, such as probation; formerly incarcerated fathers living in the community; or a combination that provides services while in prison or in the community. Applicants must address how services will be made available to both the incarcerated/re-entering father and his partner.

Applicants that apply under this priority area may be selected to participate in an ACF evaluation project. For those sites selected to be evaluated, assistance will be provided by an ACF-sponsored evaluator. While sites will not be responsible for conducting their own independent assessments, they will be required to use some portion of their grant funds to ensure that the data necessary for the ACF sponsored evaluation is complete and accurate. Therefore, applicants

must provide a narrative demonstrating an understanding of how their project could be evaluated.

In addressing the evaluation of results, the applicant should state how to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that could be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. Include in this narrative a discussion of how many participants the applicant anticipates will be needed to measure the programmatic outcomes it expects, and the extent to which it anticipates this is feasible within its program. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the expected outcomes of the project's various activities that address the project's effectiveness. Grantees must also describe how their program will incorporate the collection of required data on who is being served and what outcomes they experience. Even though some grantees may not be required to provide for their own evaluation, all applicants must address this evaluation requirement.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$4,000,000
Anticipated Number of Awards:	8 to 10
Ceiling on Amount of Individual Awards:	\$500,000 per budget period
Floor on Amount of Individual Awards:	\$300,000 per budget period
Average Projected Award Amount:	\$400,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$400,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a noncompetitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should also note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized)
- Public housing authorities/Indian housing authorities
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with . Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$1,000,000, requesting \$900,000 in ACF funds, must provide a non-Federal share of at least \$100,000 (10 percent of total approved project cost of \$1,000,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

The non-Federal match will be evaluated according to the "Non-Federal Resources" evaluation criterion found in *Section V* of this announcement.

Please refer to *Section IV* for any pre-award requirements.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
c/o The Dixon Group
Office of Family Assistance
118 Q Street, NE
Washington, DC 20002
Phone: 866-779-8458
Email: ofa@dixongroup.com

2. Content and Form of Application Submission:

Letters of Intent

Applicants are strongly encouraged to notify the OFA Operations Center, c/o The Dixon Group, 118 Q Street, NE, Office of Family Assistance, Washington, DC 20002, Email: ofa@dixongroup.com, of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the following information: number and title of this announcement; the applicant's organizational name and address; one to two sentences stating that the applicant organization intends to submit an application for this grant and contact person's information: name, phone number, fax number and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Application Content

Each application must include the following components:

1. Table of Contents.
2. Abstract of Proposed Project - A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population, and the major elements of the work plan. Use plain language that is easy for non-experts to understand.
3. Application for Federal Assistance, SF-424 - Must be completed and signed by an official of the organization applying for the grant who has authority to obligate the organization legally.
4. Budget Information, Non-Construction Programs, SF-424A - Must be completed.

5. Project Narrative - A narrative that addresses the criteria described in *section V.1, Criteria*.
6. Narrative Budget Justification - A narrative that addresses criteria described in *section V.1, Criteria*.
7. Supporting Documents - These may include organizational charts, financial statements, letters of support, third-party agreements, and resumes of key staff. The content to include in the supporting documents is described in *section V.1, Criteria*.
8. Additional Certification, Assurances and Disclosure Forms.

Page Limitation

The total length of the application (including SF -424 and 424A, project abstract, table of contents, budget information, project narrative) and supporting documents (e.g., letters of support, third-party agreements, resumes or additional certification, assurance and disclosure forms) must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided for panel review.

Application Format

Submit application materials on white 8 1/2 x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

A standard font such as Times New Roman must be used. The font size must not be smaller than 12-point. The margins must be at least one inch on all sides. Project and budget narrative sections must be double-spaced.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one. All application pages including government forms and attachments should be numbered.

Arrange all materials in the order listed in the **Application Content** section above.

Applicants are encouraged to use job titles and not specific names in developing the application budget. However, specific salary rates or amounts for staff positions identified must be included in the application budget.

Supporting documents (e.g., letters of support, third-party agreements, resumes) should follow the same general guidelines but may be single-spaced. Letters of support may use the supporting organizations' letterhead. If copies of third-party agreements are lengthy, the applicant may substitute an annotated list of those agreements briefly summarizing with whom who the agreement is, the scope of work to be performed, work schedules and remuneration, and any other core aspects of the agreement that defines the nature of the relationship. **Note: Letters of support or intent to cooperate or other evidence are required for collaborations with criminal justice agencies.**

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/01/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	06/01/2006
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Support Letters	See Section IV.2	Found in Section IV.2	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Profits

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit (i.e., any amount in excess of allowable direct and indirect costs of the recipient) to grantees or sub-grantees (45 CFR 74.81).

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
c/o The Dixon Group
Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Hand Delivery

OFA Operations Center
c/o The Dixon Group
Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included

where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning

studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Where time frames, activities and quarterly projects differ across the five 12-month periods, these should be noted. It is anticipated that the first year activities will contain more start-up activities and infrastructure development, so that accomplishments and service provisions may be different in year one than in subsequent years. Applicants should discuss what types of data they anticipate will be collected and maintained to support their identified outcomes and how it will be maintained to protect the privacy and confidentiality of their clients. Where a substantial component of the services will be provided through referral networks, the applicant should provide information on how information on the referral services will be collected. Applicants should also discuss their ability to cooperate with other information collection requirements that may be required to support evaluation needs of the ACF contractor. Applicants who propose to work with a State Department of Corrections, Federal Bureau of Prison, State parole or probation agency or similar organizations must provide evidence that the named criminal justice agency has agreed to the new partnership or is already working with the applicant on related issues.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit

status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

Timeline, action plan and activities. (20 points)

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the authorized activity areas selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (e.g., individuals and organizations) will do it and when it will be accomplished. The plan describes how the accomplishment of project milestones and other outcomes will be documented. The extent on which the approach reflects a documented partnership agreement between the applicant and other organizations and the nature of the partnership is described in sufficient detail. The role and function of each organization will support the overall mission of the project to promote responsible fatherhood. *(8 points)*
- There is a reasonable timeline for implementing the proposed project and any sub-projects. The timeline includes the activities to be conducted in chronological order, showing a reasonable schedule of project milestones and target dates, and the factors that may accelerate or decelerate the work. This timeline must document a schedule that will have program activities operational within three months of the award date. *(8 points)*

2. Project rationale and strategies to overcome barriers. (15 Points)

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved and the priority area chosen. The rationale for the approach is based on a demonstrated understanding of the target population and the need for the proposed activities. *(5 points)*
- There are reasonable approaches for recruiting and retaining participants that reflect a good understanding of the target population and are appropriate given the authorized activity areas to be included in the project. The approach identifies potential barriers that exist for couples who could not access or easily afford services and includes strategies for overcoming those barriers. *(5 points)*
- There is a clear and reasonable plan for how to refer individuals to appropriate services when the nature of their problems (e.g., mental illness, severe marital distress, drug and alcohol abuse) is beyond the scope of this grant is clear and reasonable. *(3 points)*
- Proposed fatherhood activities include opportunities to reinforce skills to promote and strengthen marriage (e.g., refresher sessions for couples, individual follow-up, re-enrollment in subsequent workshops). *(2 points)*

3. Domestic violence and voluntary nature of program. (5 Points)

Applicants that fail to address these evaluation criteria will receive '0' points for the entire Approach section.

- The applicant has consulted with experts in domestic violence or with relevant community domestic violence coalitions in developing programs or activities. The description of how programs or activities will address issues of domestic violence is clear and reasonable. The applicant has provided a description of the consultation process and how it informed program development. *(2 points)*
- Participation in programs or activities shall be voluntary. There is a clear and reasonable description of what the sub-applicant will do to ensure that participation in programs or activities is voluntary. There is a clear and reasonable description to inform potential participants that their involvement is voluntary. . *(2 points)*

- The applicant has provided a written commitment that funds will only be used for the three authorized activity areas. (1 point)

ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, letters of support) clearly detail the applicant organization's capabilities and proven capacity and experience in the marriage and criminal justice fields. Successful completion of this project is realistic given its experience with the development, implementation, administration and evaluation of similar projects. *(5 points)*
2. The project narrative and supporting documents (third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationship to the applicant organization. In cases where partners have not yet been selected, the approach and criteria that will be used to select partners are clearly described and reasonable. The financial relationships between the applicant organization and any partner organizations are clearly described and can reasonably be expected to ensure proper stewardship of Federal funds. *(3 points)*
3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable. *(7 points)*
4. The qualifications of the applicant organization, any partner organizations, and key staff should demonstrate experience in and capacity to:
 - Deliver services that promote marriage strengthening and other responsible fatherhood activities, and directly support the authorized activity areas to be included in the project;
 - Implement the evaluation plan;
 - Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
 - Incorporate in plans, lessons learned, for the continuation of services found to be promising. *(5 points)*

BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits. *(5 points)*
3. The budget narrative clearly describes the fiscal controls that will ensure the prudent use, proper disbursement and accurate accounting of funds. *(2 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(3 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*
6. The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. *(1 point)*

EVALUATION - 15 points

All applications under this priority area will be evaluated using the following criteria. However, if selected for inclusion in an ACF-sponsored evaluation, the grantee will not be required to conduct a separate assessment of its program.

1. Project milestones (e.g., number of couples who complete a marriage strengthening curriculum, fathers who obtained jobs, number of events hosted, number of newsletters sent, number of staff trained) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable, and demonstrate a willingness to fully cooperate with ACF sponsored evaluation contractors. Evaluation plans should include a discussion of the anticipated number of clients served over the period and whether this is sufficient to evaluate program impacts. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. *(8 points)*
2. The expected project objectives and outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify

- what they found most helpful. Other outcomes may include participants' knowledge of and access to other social services. More advanced evaluations may compare the measures, such as marital status, quality, stability or satisfaction of participants, observed at the end of the program to measures observed before the program. Advanced and complex evaluation plans are not required for funding. Plans for monitoring and documenting changes in participant or community outcomes are thorough and reasonable. *(4 points)*
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training, experience, and the capacity to implement data collection activities that support the ACF sponsored evaluation. *(3 points)*

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The definition of the problem and need for assistance are clearly stated and directly related to the Responsible Fatherhood Grant Program. *(4 points)*
2. Objectives directly support the chosen set of the authorized activity areas to be addressed in this project. *(3 points)*
3. The people to be served are clearly described in terms of population size and demographic characteristics, including relevant fatherhood trends. The rationale for selecting the group is reasonable given the objectives of the project and the authorized activity areas to be included. *(2 points)*
4. The precise geographic location of the project and boundaries of the area to be served by the project are clearly described. If the project is providing services in multiple locations (for example, a correctional institution and a community some distance away), both locations should be described. *(1 Point)*

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Panel Review

Applications that pass the ACF initial screening will be reviewed and rated by a panel of experts based on the project elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

ACF uses the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the geographic distribution of applications, range of target populations served (e.g., low-income, minority, immigrant), the community sectors represented, the proposed project's consistency with the three authorized activity areas, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, audit reports, investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. States agencies awarded federal funds under the Promoting Responsible Fatherhood Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at:

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html

All other entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at:

<http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

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Grants Management Office Contact:

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VIII. OTHER INFORMATION

Date: 05/17/2006

Sidonie Squier
Director
Office of Family Assistance

